



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	4	Personnel	
Section	4	Staff qualifications and duties (N.J.A.C. 10:121A-4.4)	

§10:121A-4.4 Staff qualifications and duties

(a) The executive director or administrator shall work for the agency on a full-time basis (at least 30 hours per week) and have the qualifications and responsibilities as specified below.

1. The executive director or administrator of the agency shall:
 - i. Have a bachelor's degree from an accredited college or university and three years of professional experience in the human services field, two years of which shall have been in a supervisory or administrative position; or
 - ii. Have a master's or doctorate degree from an accredited graduate school in business or public administration or in one of the areas of study in the human services field and two years of professional experience in the human services field; or
 - iii. For public agencies, meet the New Jersey State Department of Personnel requirements for the title used for the function of executive director or administrator of the agency.
2. The executive director or administrator shall be responsible for:
 - i. Developing, implementing and maintaining policy and procedures for program and fiscal operation;
 - ii. Ensuring that the agency achieves and maintains compliance with the requirements of this chapter;
 - iii. Employing, evaluating and discharging staff members, in accordance with the agency's established personnel policies as specified in N.J.A.C. 10:121A-4.2;
 - iv. Establishing and supervising working relationships with other social service agencies within the community; and

v. Maintaining current social services records and statistics, as specified in N.J.A.C. 10:121A-3.6(c).

(b) The social work supervisor shall work for the agency on a full-time basis (at least 30 hours per week) and have the qualifications and responsibilities as specified below.

1. A social work supervisor shall:

i. Meet the requirements for a licensed clinical social worker or a licensed social worker as specified in N.J.A.C. 13:44G-4.1 and 4.2 and have a minimum of two years of professional experience in services to children and families, one year of which shall be in adoption services; or

ii. Meet the requirements for a certified social worker as specified in N.J.A.C. 13:44G-4.3, and have a minimum of four years of professional experience in services to children and families, two years of which shall be in adoption services. Under this provision, the social work supervisor shall not supervise licensed clinical social workers or licensed social workers; or

iii. For public agencies, meet the New Jersey State Department of Personnel requirements for the title.

2. The social work supervisor shall be responsible for:

i. The supervision, management, training, and evaluation of all social work staff members, students, and consultants;

ii. The supervision of volunteers whose work involves direct contact with clients;

iii. The approval of all decisions regarding family and child eligibility for service, maternity and child care, transportation and placement arrangements, finalization, and any other changes in the child's legal status; and

iv. The implementation of the agency's adoption program(s) and services, and recommendations regarding changes to the program.

(c) A social worker and/or a staff member who provides social work services shall work for the agency on a full-time basis (at least 30 hours per week) and have the qualifications and responsibilities as specified below. The agency may choose to utilize part-time staff members in lieu of one full-time staff member, provided that these staff members have the qualifications and responsibilities as specified in (c)1 and 2 below.

1. Each social worker and each staff member who provides social work services shall either:

i. Meet the requirements for a licensed clinical social worker, a licensed social worker or a certified social worker as specified in

N.J.A.C. 13:44G-4.1, 4.2 and 4.3 and have a minimum of one year of professional experience in the human services field;

ii. Meet the criteria for exemption from social worker certification or licensure as specified in N.J.S.A. 45:15BB-5; or

iii. For public agencies, meet the New Jersey State Department of Personnel requirements for the title.

2. A social worker and/or a staff member who provides social work services shall be responsible for:

i. The maintenance of up-to-date case records;

ii. The preparation of home studies for adoptive applicants;

iii. The preparation of other case reports as required by the courts,